

MADERA COUNTY

PUBLIC HEALTH EDUCATION ASSISTANT

DEFINITION

Under general supervision, to assist with and perform public health education work and prevention services; to prepare and present public health education material; to plan and coordinate HIV/AIDS, Tobacco, Child Health and Disability Prevention or Substance Abuse information and education and prevention activities; to promote health education activities and prevention programs with the public and community organizations; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Researches health and prevention information and prepares copy for bulletins, periodic reports, and educational materials; prepares news releases and special features on health topics; assists with planning, conducting, and participating in workshops, institutes, forums, and discussions to promote sound public health practices, education and prevention; prepares and presents special material concerned with HIV/AIDS, Tobacco, Child Health and Disability Prevention or Substance Abuse information; prepares and delivers talks on assigned health topics and the objectives and programs of the Madera County Public Health Department and the Department of Behavioral Health Services; assists in preparing exhibits, posters, and public displays for presentation at meetings and conferences; provides assistance and serves as liaison for community groups and organizations concerned with public health and substance abuse problems and issues; trains providers and staff on program functions, billing and forms completion; maintains a variety of records concerning provider business office records; participates in recruitment activities; acts as liaison with educational institutions to provide information on Child Health and Disability Prevention health and substance abuse prevention programs; ensures completion of State reporting requirement; represents the Public Health Department and the Department of Behavioral Health Services to the Drug/Alcohol Advisory Board and a variety of community agencies; provides assistance and counseling to persons desiring help with harmful addictions; provides information to local employers and business owners concerning Federal, State, and local tobacco policies; represents the Public Health Department and the Department of Behavioral Health Services to the County HIV/AIDS Commission and a variety of community agencies; coordinates and performs surveillance with the medical community for AIDS case reporting; provides HIV testing, information and pre/post counseling; writes and/or assists with grant proposals; types a variety of material; performs general office support work; operates office equipment; indexes documents for files; checks and tabulates simple statistics and accounting data.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Techniques involved in preparing educational material.
Functions and programs of the Public Health Department, the Department of Behavioral Health Services and community health organizations.
Community organizations and resources.
Public information methods and techniques.
Modern office practices, methods, and equipment.
Medical terminology, phraseology, forms, documents, and procedures.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Demonstrate resourcefulness in gathering, preparing, and disseminating health education material.
Effectively use community resources and organizations.
Maintain and update records, files, and reports.
Prepare grant proposals.
Make individual and group presentations.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of experience in public education or public relations.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in public health, communication, behavioral, or life sciences.

License or Certificate:

Some positions may require possession of, or ability to obtain, HIV Counseling certification.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Madera County
Public Health Education Assistant (Continued)

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including exposure to infectious disease; ability to travel to different sites and locations.

Effective Date: November 2004